



## **Town of Arlington Select Board**

### **Meeting Agenda**

January 23, 2023

7:15 PM

EMERGENCY ADDENDUM Select Board Chambers for Select Board and Staff. Members of the Public may access the meeting by Zoom and ACMI.

1. Executive Order on Remote Participation

#### **CONSENT AGENDA**

2. Reappointments  
Arlington Commission on Arts and Culture  
Stephen Poltorzycki  
Term to expire (01/31/2026)  
  
Redevelopment Board  
Eugene Benson  
Term to expire (01/31/2026)  
  
Open Space Committee  
Elisabeth Carr-Jones  
Term to expire (01/31/2026)  
  
Park and Recreation Commission  
Shirley Canniff  
Term to expire (01/31/2026)



## Town of Arlington, Massachusetts

---

### Executive Order on Remote Participation

#### ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Reference Material	UPDATE_Open_Meeting_Law_and_Remote_Participation_for_Boards_and_Commissions.pdf	Executive Order on Remote Participation



**Town of Arlington  
Legal Department**

Douglas W. Heim  
Town Counsel

50 Pleasant Street  
Arlington, MA 02476  
Phone: 781.316.3150  
Fax: 781.316.3159  
E-mail: [dheim@town.arlington.ma.us](mailto:dheim@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

To: Select Board

Cc: Town Committees and Commissions; Sandy Pooler, Town Manager;

From: Douglas W. Heim, Town Counsel

Date: July 12, 2022

Re: UPDATE – Open Meeting Law Requirements & Remote Participation

---

Arlington boards, committees, and commissions, please accept this memorandum as an update with respect to your obligations and options under the Open Meeting Law for holding public meetings and hearings in light of the upcoming July 15, 2022 expiration of Chapter 22 of the Acts of 2022, which extended the terms of COVID-19 Executive Orders relative to the Open Meeting Law and allowed more flexibility for holding remote meetings and remote public access to meetings.

In short, as with previous legislative extension suspensions of certain Open Meeting Law requirements, there are several bills in the State Legislature which could further extend these flexible remote hearing options until well into next year.<sup>1</sup> Hence, it is very likely, but not certain that such measures will be in place before (or shortly after) the expiration of Chapter 22 of the Acts of 2022 and you may proceed as you have for the past two years. If however a bill does not pass, meetings will need to be held in a physical location accessible to the public with a quorum of members in attendance in person.

---

<sup>1</sup> The primary distinction between these measures appears to be whether to extend remote meeting measures implemented during the pandemic or to make such changes permanent amendments to the Open Meeting Law.

### **If One of the Bills Passes**

If one the bills is successful, you will be able to continue to conduct meetings entirely remotely, but will have the options to conduct them entirely in-person, or in a “hybrid” manner where the public body meets in person, but the public is provided remote access (as allowed by Town and School policy respectively, and sufficiently resourced to meet requirements for remote meetings).

As you may recall, remotely conducted meetings under these relaxed rules must still provide “[a]dequate, alternative means” for public access which may include providing public access through telephone, internet, satellite enabled audio or video conferencing, or any other technology that enables the public to clearly follow the proceedings of the public body in real time (for most committees and commissions, the Zoom platform or similar technology). Remote participation also requires:

1. The Chair announce the name of the member or members who are participating remotely at the start of each meeting (and that the remotely participating members be reflected in the minutes);
2. That all votes be taken by roll call;
3. That members of the public body must be clearly audible to each other and to members of the public at all times and
4. That public bodies in remote executive sessions identify and approve any other persons present for executive session.

\*Please also note that the Division of Open Government does not allow pre-registration as a *requirement* for following the observing or participating in meetings.<sup>2</sup>

If a hybrid meeting is held where only members or members and persons with business before the meeting are physically present, it is recommended that the foregoing requirements be applied to aid the public and other participants’ ability to follow the proceedings.

### **Without Passage of a Bill**

Without passage of a bill, all committees and commissions will be required to conduct meetings in an accessible physical location, and remote participation *for members of a public body* will be limited to pre-pandemic terms (i.e. in addition to the aforementioned requirements

---

<sup>2</sup> Arlington Board and Commissions have consistently allowed members of the public access to Zoom meetings by telephone (including soliciting written and oral testimony), without registration. However, caution and care is still merited to ensure equitable means to both follow along and participate without registration. Contact the Legal Department if you have questions or concerns.

for remote participation, the Chair and a quorum of the body must be present together in a physical location). The Open Meeting Law does not require public participation, but meetings may neither be closed to the public nor may public access be limited to audiovisual broadcasts of the proceedings. Boards and commissions may of course record and broadcast their in-person meetings while also providing in-person public access (though the chair should note when meetings are being recorded). It is also possible for forms of remote public participation to be provided at the discretion of your public body chairs. The Town is presently working with recommendations from the Remote Participation Study Committee to further its capacity for same.

### **Postings & Notices**

In the meantime, all public bodies are encouraged to post and notice meetings and hearings with *both* physical locations and remote access provisions. In the event a change of “location” is warranted to either entirely in-person or entirely remote meetings, you will be afforded the ability to update your meeting notices on the Town calendar and by other means.



## Town of Arlington, Massachusetts

---

### Reappointments

#### Summary:

Arlington Commission on Arts and Culture  
Stephen Poltorzycki  
Term to expire (01/31/2026)

Redevelopment Board  
Eugene Benson  
Term to expire (01/31/2026)

Open Space Committee  
Elisabeth Carr-Jones  
Term to expire (01/31/2026)

Park and Recreation Commission  
Shirley Canniff  
Term to expire (01/31/2026)

#### ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	S._Poltorzycki_Reference.pdf	poltorzycki Reference
▢ Reference Material	E._Benson_Reference.pdf	Eugene Benson Reference
▢ Reference Material	E._Carr-Jones_Reference.pdf	E. Carr-Jones Reference
▢ Reference Material	S._Canniff_Reference.pdf	S. Canniff Reference



Town of Arlington  
Office of the Town Manager

Sanford Pooler  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [spooler@town.arlington.ma.us](mailto:spooler@town.arlington.ma.us)

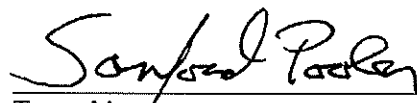
MEMORANDUM

DATE: January 18, 2023

TO: Board Members

SUBJECT: Reappointment to the Commission for Arts and Culture

This memo is to request the Board's approval of my reappointment of Stephen Poltorzycki, Arlington, MA, as a member on the Commission for Arts and Culture, with a term expiration date of 01/31/2026.

  
Town Manager

## OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
STEPHEN W. DECOURCEY  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

January 17, 2023

Stephen Poltorzycki  
Arlington, MA  
spolt@verizon.net

Re: Reappointment: Commission for Arts and Culture

Dear Stephen:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting conducted by remote participation on Monday, January 23<sup>rd</sup> at 7:15pm. Although it is not a requirement that you join this virtual meeting, you are invited to do so.

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, January 19<sup>th</sup> by 7:00pm.

Please contact this office by e-mail, [bmallard@town.arlington.ma.us](mailto:bmallard@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD





Town of Arlington  
Office of the Town Manager

Sanford Pooler  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [spooler@town.arlington.ma.us](mailto:spooler@town.arlington.ma.us)


MEMORANDUM

DATE: January 18, 2023

TO: Board Members

SUBJECT: Reappointment to the Arlington Redevelopment Board

This memo is to request the Board's approval of my reappointment of Eugene Benson, Arlington, MA, as a member on the Arlington Redevelopment Board, with a term expiration date of 01/31/2026.

  
Town Manager

## OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
STEPHEN W. DECOURCEY  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

January 17, 2023

Eugene Benson  
Arlington, MA  
[ebbenson@verizon.net](mailto:ebbenson@verizon.net)

Re: Reappointment: Arlington Redevelopment Board

Dear Eugene:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting conducted by remote participation on Monday, January 23<sup>rd</sup> at 7:15pm. Although it is not a requirement that you join this virtual meeting, you are invited to do so.

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, January 19<sup>th</sup> by 7:00pm.

Please contact this office by e-mail, [bmallard@town.arlington.ma.us](mailto:bmallard@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD



Town of Arlington  
Office of the Town Manager

Sanford Pooler  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [spooler@town.arlington.ma.us](mailto:spooler@town.arlington.ma.us)

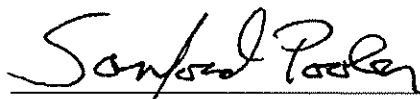
MEMORANDUM

DATE: January 18, 2023

TO: Board Members

SUBJECT: Reappointment to the Open Space Committee

This memo is to request the Board's approval of my reappointment of Elisabeth Carr-Jones, Arlington, MA, as a member on the Open Space Committee, with a term expiration date of 01/31/2026.

  
Town Manager

## OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
STEPHEN W. DECOURCEY  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

January 17, 2023

Elisabeth Carr-Jones  
Arlington, MA  
[Elisabeth@carr-jones.com](mailto:Elisabeth@carr-jones.com)

Re: Reappointment: Open Space Committee

Dear Elisabeth:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting conducted by remote participation on Monday, January 23<sup>rd</sup> at 7:15pm. Although it is not a requirement that you join this virtual meeting, you are invited to do so.

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, January 19<sup>th</sup> by 7:00pm.

Please contact this office by e-mail, [bmallard@town.arlington.ma.us](mailto:bmallard@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD



Town of Arlington  
Office of the Town Manager

Sanford Pooler  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [spooler@town.arlington.ma.us](mailto:spooler@town.arlington.ma.us)

MEMORANDUM

DATE: January 18, 2023

TO: Board Members

SUBJECT: Reappointment to the Park and Recreation Commission

This memo is to request the Board's approval of my reappointment of Shirley Canniff, Arlington, MA, as a member on the Park and Recreation Commission, with a term expiration date of 01/31/2026.

A handwritten signature in cursive script that reads "Sanford Pooler".  
\_\_\_\_\_  
Town Manager

## OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
STEPHEN W. DECOURCEY  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

January 17, 2023

Shirley Canniff  
Arlington, MA  
bcanniff@comcast.net

Re: Reappointment: Park and Recreation Committee

Dear Shirley:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting conducted by remote participation on Monday, January 23<sup>rd</sup> at 7:15pm. Although it is not a requirement that you join this virtual meeting, you are invited to do so.

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, January 19<sup>th</sup> by 7:00pm.

Please contact this office by e-mail, [bmallard@town.arlington.ma.us](mailto:bmallard@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD